

## **PARALEGAL**

**APPLICATION DEADLINE IS WEDNESDAY, FEBRUARY 1, 2017 AT 11:59PM**

**Division:** Executive

**Reports to:** Chief Legal Counsel or Assistant Chief Legal Counsel

**Location:** Nashville, TN

**Full-time/Part-time:** Full-time

**Salary Grade:** 30

**Monthly Salary Range Minimum:** \$3,205

**FLSA Classification:** Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Serves as a paralegal supporting the Chief Legal Counsel, Assistant Chief Legal Counsel and Assistant Legal Counsel(s). Completes legal support activities for the THDA Legal Team as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Under the supervision of a THDA attorney, receives and replies to requests for legal assistance from THDA management and staff.
- Working with appropriate THDA staff, assists with establishing and maintaining procedures implementing THDA program requirements.
- Assists with all legal action related to THDA programs and support functions.
- Prepares documents as needed for THDA's programs and support divisions.
- Handles responses to public records requests for THDA as assigned.
- Under the supervision of a THDA attorney, serve as liaison with outside parties in relation to THDA legal activities and/or housing programs.
- Assists Chief Legal Counsel, Assistant Chief Legal Counsel, and Assistant Legal Counsel as needed.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and abilities required.

#### **Education and Experience:**

- Graduation from an accredited college, university, or professional school with one of the following: (1) an Associate's Degree in Paralegal or Legal Assistant Studies; (2) a Bachelor's Degree in Paralegal or Legal Assistant Studies; or (3) a Paralegal Certificate.
- Three years of full-time experience in providing paralegal support services.

The above qualifications express the minimum standards of education and experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

**Knowledge, Skills, Abilities, and Competencies:**

- Ability to read, understand and interpret complex regulations, laws, agreements and organization materials.
- Ability to successfully perform a variety of difficult and responsible tasks with minimum supervision.
- Ability to effectively organize and prioritize work with minimum supervision.
- Ability to exercise good judgment, courtesy, and tact in dealing with the public, and in giving and obtaining information.
- Ability to build and maintain positive relationships with internal and external constituents.
- Ability to exercise good judgment in evaluating situations and making decisions.
- High level of detail and accuracy.
- Maintains a high level of confidentiality.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Proficient with WestLaw and other research tools, whether online or in hard copy, to facilitate research of legal issues or questions as needed.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG/CAREERS](http://WWW.THDA.ORG/CAREERS) AND FOLLOW  
THE ONLINE APPLICATION INSTRUCTIONS**